

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

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December 9, 2003

Instruction Memorandum No. MT-2004-011

Expires: 9/30/05

To: State Office Management Team
Attn: Montana State Office and BiFO Custodial Officers

From: Deputy State Director, Division of Support Services

Subject: Fiscal Year (FY) 2004 Personal Property Inventories DD: 3/01/2004, 4/01/2004
(IM BC-2004-010)

The purpose of this Instruction Memorandum is to inform the Montana State Office and Billings Field Office Custodial Property Officers (CPOs) of the requirement for conducting Personal Property inventories, emphasize the importance of those inventories, provide current instructions, and identify the completion date.

The Chief Financial Officer (CFO) Act requires that each Bureau office take a physical personal property inventory for all items in the Fixed Asset (FA) Personal Property System. The requirement enlists your help as the CPO to complete a thorough and accurate inventory and submit it to the Property Management Specialist (MT-935) by March 1, 2004. Reports of Survey for missing, lost, or damaged property, must be initiated and submitted to the Property Management Specialist (MT-935) by April 1, 2004.

Attachment 1 lists the Custodial Officer's responsibilities during the inventory. Attachment 2 is the FA0006 report, which lists the personal property for which you are CPO. It is your responsibility to ensure that the property items on this report **are** in the possession of the cognizant employee, as indicated. If an audit of property accountability is conducted, the responsible CPO must be able to account for all items under his/her custodianship.

If you have any questions, please contact Dotti Green, Property Management Specialist, at (406) 896-5199.

Signed by: Sandra L. Guches

Authenticated by: Aleta Zahorodny (MT-930)

2 Attachments

1-Custodial Officer Functions (1 p)

2-FA Inventory, FA006 (varies by office)

Custodial Property Officers Functions during Inventory Process

- Upon receipt of the Fixed Asset Inventory Report (FA006), inventories the property items listed to ensure they are in the possession of an employee in their organization.
- Reviews the listing, ensuring the accuracy of the Fixed Asset (FA) Number, cost, classification (description), serial number, manufacturer, etc.
- If an item is not found, **annotates** the report with the information on what has happened to the item;
 - (1) Was the item transferred to another employee or office?
 - (2) Was the item disposed of, or
 - (3) Was the item lost?
- If an item is not on the FA006 report, but is in the possession of an employee, annotates the report with the following information:
 - FA Number (if not numbered, the property manager will affix a FA Number to the item); type of item (laptop, GPS unit, radio (personal, etc)), manufacturer, serial number, how purchased, cost, and cognizant employee.
- Upon completion of this review, signs and dates the form and returns it to the Property Manager (PM) by March 1, 2004.
- Property Manager will send an updated FA006 to each CPO. The CPO should review this report for final acceptance.
 - (1) If there are any errors, the CPO will notify the PM immediately.
 - (2) If the report is accurate, the CPO will email the PM to that effect.